

## *It's time for CACFP Contract Renewal!*



**Due Date: August 29, 2008**

This information concerns CACFP Contract Renewal for Program Year 2009 (October 1, 2008 – September 30, 2009). All documents, including the CNP Contract and the Letter of Agreement, will be available ONLY online at our website or in our **CNPweb® system**. The Division's regular website is: **doe.state.in.us/food**. Save this site in your 'Favorites' or 'Bookmark' for future use. We recommend that each institution check the website at least **weekly** to note whether there is anything new posted. On our site's front page, you will see the **CNPweb®** logo near top left with the words '**CNPweb®**' to the right of it. Clicking here will open a new second window and the login screen for the **CNPweb® system**.

ALL required documents should be mailed to the State Agency as one packet. **Contract renewal materials are due on August 29, 2008.**

### I. ANNUAL PROGRAM CONTRACT/LETTER OF AGREEMENT

**If your organization participates in the [National School Lunch Program \(NSLP\)](#) or the [School Breakfast Program \(SBP\)](#), you are not be required to submit a contract or Letter of Agreement for CACFP. The Contract/Letter of Agreement from the school programs covers CACFP participation as well. You may ignore this in the **CNPweb®** packet information.**

Please read the following information very carefully:

Changes to the CACFP Contract Renewal Process—Institutions will be required to submit **either** a CNP contract **or** a Letter of Agreement. Pay attention to the asterisks (\*) in the Req (required) column of the **CNPweb®** packet. The State Agency is NOT mailing copies of these documents. You will have to print the documents, fill in the information, and submit it to the State Agency as a paper copy. Institutions who are required to have a complete contract must print off two copies—one for the State Agency and one for the institution's records.

The items marked with an asterisk are the only forms required to be submitted. Some organizations will be required to submit all contract materials, while others will only submit a partial list of documents. If you submit all of the items marked with an asterisk, you will be sure that you have met your requirements.

**If your institution is required to submit a contract, please refer to the following:**

The standard contract has been reviewed by the Attorney General's office. Institutions should read the contract before it is signed and submitted to the State Agency.

If your institution is required to submit the **CHILD NUTRITION PROGRAM (CNP) CONTRACT**, it must be completed as follows:

**All signatures must be of the authorized representative and be original and in ink. The Authorized Representative is that person who is administratively and financially responsible for the operation of the organization. Pencil and photocopies will not be accepted. Thank you.**

Instructions for completing the Child Nutrition Program (CNP) contract:

1. Child Nutrition Sponsor: Name of sponsoring organization.
2. Address, City, State, and Zip: Mailing address for sponsoring organization.
3. Federal Employer ID Number: A nine digit number assigned by the Internal Revenue Service. This number is required to process reimbursement checks for your organization.
4. Telephone Number: The phone number of the contact person. Please include **the AREA CODE**.
5. Contact Person: The name of the person who should be contacted in regard to the contract, application, and program operations.
6. The grid on page 1 designates the CNP(s) your organization sponsors. State Agency staff will complete this information.
7. Introduction: Enter the name of your organization and the date the authorized representative signed the contract.
8. The grid on page 2 designates the CNPs your organization will sponsor in the coming fiscal year. Please check this over carefully to ensure the contract will cover all of the programs you will operate. For CACFP, mark the box on the bottom row under the column headed by CACFP 10.558.
9. Article 4: This article defines your organization's rights and obligations with respect to the CNPs designated on page 2.
10. Article 5: This article describes federal and state requirements for the CNPs your organization designated on page 2. All federal programs and their requirements are

described in this article, even if your organization does not participate in all of them. The reason for including all program requirements in your contract is because it has been the experience of the Department of Education that most sponsors will eventually participate in most or all of the CNPs. Including all program requirements in this contract will eliminate the need for a new contract if your organization applies for any additional CNP sponsorships.

11. Articles 6 and 7: These articles describe more legal responsibilities to which both parties must adhere.
12. **THE PERSON AUTHORIZED TO SIGN FOR YOUR ORGANIZATION, MUST SIGN ON PAGE 12 FOR THE SPONSOR. ONLY ORIGINAL SIGNATURES IN INK WILL BE ACCEPTED.**

**If your institution is required to submit a Letter of Agreement, refer to this information. Please read the **LETTER OF AGREEMENT** carefully. **For Fiscal Year 2009, the Letter of Agreement is 2 pages long.**** The Letter of Agreement must be completed as follows:

1. Enter the 9-digit Federal Employer ID Number for the institution.
2. Enter the Sponsor ID number for the institution.
3. Enter the Name of the Institution as it appeared on the CNP contract.
4. Complete the date in the third paragraph.
5. The authorized representative must sign and date the document on **page 2** in the lower left. (Original signature in ink.)
6. Keep a copy of the letter for your records. When we obtain the other signature, a photocopy will be returned to your agency.
7. Return the signed document with the remainder of your off-line forms.

## 2. ON-LINE SUBMISSION OF SPONSOR AND SITE INFORMATION SHEETS

**CNPweb®**, our Internet based management system, enables CACFP institutions to submit (and amend at any time) Sponsor and Site Information sheets and monthly claims for reimbursement.

Each institution will be responsible for submitting and revising fiscal year 2008 Sponsor and Site/Provider Information sheets online via **CNPweb®**. If you are new to computers and/or this is your first time to work with this form, you may wish to utilize “Resources” within the **CNPweb®** and print out the **Sponsor and Site Information Sheet Manual**, but for most people, this will not be necessary.

Select Program Year 2009 to begin. Once the data has been entered/revised, submit the information under the ‘Packet’ tab to the State Agency. Please be aware that the Sponsor and Site Information sheets as a ‘Packet’ must be approved before you can begin submitting on-line claims for reimbursement. Program Year 2009 Sponsor and Site information sheets should be in the PENDING APPROVAL STATUS **no later than August 29, 2008.**

At any time during the year, you may 'Edit' the information as needed for sponsor or site. It is your responsibility to insure that addresses, license information, and contact information are always current; **especially important is the sponsor email address.** Our office will be using this to send information to you on occasion, so it must always be current if you want to be up to date. **For Fiscal Year 2009, the Sponsor Information Sheet will not be approved unless there is an e-mail address for the food program contact (#33).**

### 3. FREE AND REDUCED-PRICE INFORMATION

All the Free and Reduced-price forms and letters have been posted to our web site under 'Child and Adult Care Food Program', then 'Application for Free and Reduced-Price Meals' and 'Parent and Family Day Care Home Letters' where they can easily be downloaded as Microsoft Word documents. Remember: you must use the prototype forms found on our website as we have developed them **or** you must submit to our office the forms as they are revised by you. Minor revisions such as putting the document on your letterhead do not require State Agency approval.

### 4. MEDIA RELEASE

**Institutions MUST submit the current year media release to a media source and the State Agency and keep a copy with your fiscal year records.**

### 4. HOOSIER HEALTHWISE

The Family and Social Services Administration and the Department of Education, encourage CACFP institutions to play a part in getting participants involved in Hoosier Healthwise, Indiana's health insurance program for children. Families who qualify for free and reduced-price meals in CACFP most likely will qualify for Hoosier Healthwise. You can participate by sending information on CACFP applicants to FSSA, who will mail Hoosier Healthwise application packets to families in your program who qualify for free and reduced-price meals.

Please sign the Memorandum of Agreement (MOA) which describes confidentiality policies regarding household information. The MOA can be found on the CACFP website at <http://www.doe.state.in.us/food/pdf/cacfpFSSAMemo2.pdf>.

Complete and mail the form to:

Hoosier Healthwise, MS07  
Family and Social Services Administration  
402 West Washington Street  
Indianapolis, IN 46204-2739

Please note this is **not** the Department of Education. A copy of the final agreement with all signatures will be returned to you by the Family and Social Services Administration. .

After your MOA is signed, you will receive detailed instructions on creating a text or Excel file with information for each child, excluding families who indicated that they did not want their information shared. The file should include the parent's name, parent's Social Security number, address, children's names, and TANF/Food Stamp case number (if applicable).

## 5. OTHER OFF-LINE FORMS

The **CNPweb®** uses the information you enter on the Sponsor and Center/Provider information sheets to determine which off-line forms are required for your organization. Each form that is marked with an orange asterisk is required.

## 6. SECRETARY OF STATE WEBSITE

The State Agency will check with the Indiana Secretary of State's Office to ensure that each institution is registered with the state to conduct business in Indiana and that the institution is current with reports for the Secretary of State's Office. **Institutions that are not active and/or not current with reports will not be approved for CACFP participation.**

**Contract renewal materials are due August 29, 2008.** This means documents are to be sent to the State Agency and all CNPweb® forms are in the PENDING APPROVAL status no later than **August 29, 2008**. Check the following list to ensure that you have completed all requirements:

- [ ] One completed copy of the CNP contract **OR** the Letter of Agreement with original authorized signature in ink
- [ ] CNPweb® sponsor information sheet in PENDING APPROVAL status
- [ ] CNPweb® center information sheet(s) in PENDING APPROVAL status
- [ ] CNPweb® provider information sheets in PENDING APPROVAL status (This applies **only** to institutions that sponsor family day care homes.)
- [ ] All documents that are marked with an orange asterisk (\*) on the SPONSOR SUMMARY PACKET have been submitted and the DATE SENT has been entered in the CNPweb®.

There are regulatory deadlines to meet in order to ensure prompt reimbursement for fy 2009 (October 1, 2008 – September 30, 2009). Last year some organizations lost reimbursement because they simply did not get their materials submitted, returned, and/or corrected in a timely manner. Don't let this happen to your organization!

For assistance with the CACFP contract renewal process, call 317-232-0850 or 800-537-1142 and ask for the CACFP Helpline.